

Official Record Copy
Office of Personnel

OP MEMORANDUM NO. 20-61-11

4 October 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: WAE Spouse Program

REFERENCE: dated 15 July 1982

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1. This memorandum provides guidance toward implementation of the WAE Spouse Program. Unless otherwise indicated, the personnel officer of the parent component of the spouse employee is responsible for taking the particular action indicated.

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A. Request for Personnel Action

In the request for personnel action converting the employee to Reserve appointment in WAE status and assigning the employee to the "Budget Control" Section (Development Complement Code "FS"), the nature of the action should read as follows:

"Conversion to Excepted Appointment -- Reserve
NTE (Date) -- Pay Adjustment to Intermittent --
Reassignment."

The not-to-exceed (NTE) date for the Reserve appointment is to be set at 60 days after the projected end of the sponsor's tour. Remarks should read: "To accompany spouse to field." A copy of the request for personnel action should be sent to Compensation Division, Office of Finance.

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B. Time and Attendance Reports

On the T&A card for the pay period in which the employee converts to WAE status, a remark should be made on the reverse: "Converted to WAE status effective (date)." After the conversion personnel action is effected, the Office of Finance will still issue T&A cards on the employee unless they receive a memorandum requesting that no further ones be issued. However, any cards issued after the completion of the one advising of the conversion need not be completed and returned.

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C. Lump-sum Payment for Annual Leave

All employees converting to WAE status will be paid a lump-sum for the amount of unused annual leave they have as of the effective date of the personnel action. Office of Finance initiates this procedure after receipt of the conversion personnel action. ☐

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F. Exit Processing

The WAE Spouse will undergo exit processing through Personnel Affairs Branch. The CEMLOC locator card will be retained by the parent component. ☐

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G. Waiver to Permit Accompanying Sponsor to Field prior to Completion of Three-Year trial Period

Heads of Career Services, or designees, may request the Director of Personnel to waive the requirement that the three-year trial period must be completed before proceeding to the field. The requesting memorandum should state the amount of the trial period that will have been completed prior to conversion, comment on the employee's performance to date, and provide additional justification for the waiver based on the particular circumstances of the case. ☐

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2. Employees currently in contract WAE status under the previous rules need not be converted to staff status until they return to Headquarters and are reinstated at their previously held grade in accordance with the Career Service obligation to do so. Absences under the previous rules will be considered as part of the 52 month basic period. ☐

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3. The guidance provided above is to meet immediate needs for implementation of the program. Additional guidance will be published later.

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In the meantime, questions on the WAE Spouse Program should be directed to the Policy and Programs Staff, 1006 Ames Building,

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/ James N. Glerum
Director of Personnel

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